



JOB DESCRIPTION

Title: **DEPUTY CITY ATTORNEY**

Department: Attorney

Class Code: 2150

FLSA Status: Exempt

Effective Date: July 1, 1984 (Rev. 10/2017)

Grade Number: 32

GENERAL PURPOSE

Under the general direction of the City Attorney, the Deputy City Attorney represents the City as legal counsel in civil and criminal matters, including administrative and court proceedings. The Deputy City Attorney is responsible for management and administration of the City Attorney's office as directed by the City Attorney.

EXAMPLE OF DUTIES

- *-- Serves as Attorney to the Planning and Zoning Commission, all land use appeal authorities, business licensing hearing officers, and the Building Board of Appeals.
- *-- Handles litigation in State and Federal Courts involving land use decisions made by the City Council and the land use authorities for the City.
- *-- Oversees misdemeanor prosecution within the jurisdiction of the City including appeals to the State and Federal Courts.
- *-- Provides legal opinions and advice to all City departments.
- *-- Drafts ordinances and resolutions.
- *-- Serves as lead counsel on code enforcement issues.
- Represents the City in litigation before Federal and State Courts and administrative agencies; represents the City in appeals before Federal and State Appellate Courts.
- Responds to citizen questions about applicable law.
- *-- Responds to records requests (GRAMA and subpoenas duces tecum) and advises other departments regarding records requests.
- *-- Represents the City on appeals of GRAMA related decisions and protective orders for subpoenas.

- *-- Prepares, reviews and drafts agreements.
- Trains City departments, boards, commissions and elected officials on state and federal laws.
- Negotiates the purchase and sale of real property and easements for the City.
- *-- Prepares legal documents regarding water utility matters.
- *-- Serves as City Attorney in the absence of the City Attorney.
- *-- Assists in administering the City Attorney's office including the hiring of staff and ensuring the flow of work is efficient and effective.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited law school with a JD degree, plus 5 years of experience in municipal law. Land use law and management experience is preferred.

Special Requirements

- Must be a member of the Utah Bar Association at the time of appointment.
- Must be able to attend Planning and Zoning Commission meetings every other Thursday.

Necessary Knowledge, Skills and Abilities

- Working knowledge of federal, state, municipal law and legal terminology with emphasis on municipal law; working knowledge of the city departments and their legal needs.
- Skill in writing; skill in absorbing raised issues and evaluating conflicting contention.
- Ability to communicate effectively verbally and in writing; ability to apply very general arguments to very specific instances.
- Ability to deal with the public directly under trying circumstances.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.
- The issues in the City Attorney's office are often related to conflict resolution involving significant stress.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.